



**Fitchburg Park Shelters**  
**5520 Lacy Rd**  
**Fitchburg, WI 53711-5318**  
**Ph (608) 270-4285 Fax (608) 270-4212**  
[www.fitchburgwi.gov/recreation](http://www.fitchburgwi.gov/recreation)

## Park Shelter Reservation

Reservation Date:	Reservation Time:	
Contact Name:		
Address:	City:	Zip:
Phone #:	Phone # Day of the Event:	
Email:		
<input type="checkbox"/> McKee Main <input type="checkbox"/> McKee Kids Crossing <input type="checkbox"/> McGaw <input type="checkbox"/> Tower Hill <input type="checkbox"/> Swan Creek <input type="checkbox"/> Greenfield <input type="checkbox"/> McKee Indoor <input type="checkbox"/> Huegel-Jamestown (HJ) Shelter <input type="checkbox"/> HJ Indoor <input type="checkbox"/> Splash Pad Table		
Event Type:		# of Guests:

- Alcohol Sales                      No \_\_\_ Yes \_\_\_    If yes, contact City Clerk for liquor license
- Amplified Sound                    No \_\_\_ Yes \_\_\_    If yes, contact City Clerk for Sound Permit
- Tent requiring staking            No \_\_\_ Yes \_\_\_    If yes, contact Park Supervisor at 608-729-1750
- Inflatables                            No \_\_\_ Yes \_\_\_    If yes, Certificate of Insurance required

The preceding information is correct to the best of my knowledge. I agree to abide by all the regulations & policies set forth for the use of the shelter and/or grounds. I acknowledge overall supervision of and responsibility for this event. By offering this service, the City of Fitchburg does not accept any responsibilities, express or implied for any damage arising out of the use of this service, and I acknowledge that the City of Fitchburg has no responsibilities, express or implied for any damages arising out of, or connected in any way with the Lessee's use of the park shelter. City of Fitchburg retains the right to revoke this permit anytime prior to or during the scheduled events for any misinterpretation or changes in circumstances pertaining to this event.

**I agree to the policies & procedures set forth by the City of Fitchburg for reservations.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Contact must be 18 years of age or older)

<b>Reservation Confirmation – Office Use Only</b>			
Amount Due \$  _____	Payment <input type="checkbox"/> Check #  <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	Date Confirmed   Log #	Approved By